



**Five
Rivers®**

Education Fire Safety Policy & Procedure

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Head/Lead Teacher
Authoriser	Head of Education
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1. Policy

1.1 Policy Statement

The Regulatory Reform (Fire Safety) Order 2005 came into effect in October 2006 and replaced over 70 pieces of fire safety law.

The Order applies to all non-domestic premises in England and Wales, including the common parts of blocks of flats or houses in multiple occupations (HMOs). The law applies to you if you are:

- responsible for business premises
- an employer or self-employed with business premises
- responsible for a part of a dwelling where that part is solely used for business purposes
- a charity or voluntary organisation
- a contractor with a degree of control over any premises

Under the Order, the responsible person must carry out a fire safety risk assessment and implement and maintain a fire management plan.

Five Rivers Child Care Ltd aims to ensure that premises which they own, or use are constructed, equipped, operated and maintained in a manner which ensures the safety of residents, visitors and staff which protects the premises from fire.

The fire safety policy has been prepared with the objective to provide all staff with explicit guidance on fire precautions, to be followed in all areas and services operated by Five Rivers Child Care Ltd.

Knowledge of Fire Precautions and of how to respond in the event of fire is regarded as a basic duty of all staff employed by Five Rivers Child Care Ltd.

It is the duty of every employee to observe the Fire safety Policy and Fire Procedures of Five Rivers Child Care Ltd.

This policy should be read in conjunction with other Five Rivers Child Care Ltd policies and procedures, which are relevant to fire safety, including the Health and Safety Policy.

1.2 Terms and Definitions

1.2.1 The below table sets out a number of terms and definitions used within this document:

Term	Definition

1.3 Data Protection

- 1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- 1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

1.5 Further Information

2. Procedure

Statutory responsibilities

Five Rivers Child Care Ltd is required to ensure that all legislation relating to fire precautions and firesafety is observed in those premises owned or operated by Five Rivers Child Care Ltd.

Responsibilities

The nominated Director of Five Rivers Child Care Ltd is responsible for ensuring that the policy relating to general fire precautions, organisation and training is implemented. To assist with this task, responsibility for the effective implementation of the Fire Precautions policy will be assigned to a named staff member, known as a nominated Fire Marshall for each Five Rivers Child Care Ltd school. Each person designated as nominated Fire Marshall is accountable to the Director of Five Rivers responsible for: -

- Supervising the maintenance of fire precautions
- Ensuring that all staff and young people participate regularly in drills and fire training.

These nominated Fire Officers/Marshalls should be of sufficient experience for them to be able to carry out the whole range of their duties effectively. Nominated Fire Officers/Marshalls will ensure that any person would be able to take correct action in a fire emergency and take effective command.

Headteachers

Each Headteacher is responsible for ensuring that fire safety instructions are brought to the attention of and observed by their staff and that they participate in fire precautions training. Additional duties will be as follows: -

- To ensure that the fire precautions aspect of the induction checklist for new staff has been completed.
- To be responsible for informing the Director of Five Rivers Child Care Ltd any change of use associated with the school
- To be responsible for ensuring that staff are recorded in the Fire Training and Drill Register.
- To be responsible for appointing persons within their department to undertake testing of fire alarms and maintain a Fire Log in accordance with fire Regulations and guidance.
- To ensure that all staff, without exception, are trained in fire procedures, including raising the alarm, evacuation procedures, and are familiar with the use and operation of the firefighting equipment available.

- To arrange for fire drills, as required, to ensure that all staff and young people are fully aware of the action they must take in the event of fire.
- To ensure that all staff are aware of the method and route of evacuation in their area of work.

Staff must also be trained to physically evacuate children/young people from the School.

Personal Emergency Evacuation Plan (PEEP)

It is the responsibility of the Headteacher to ensure that anyone in their school who has a disability or physical impairment which prevents them from evacuating the building in the normal manner, completes a Personal Emergency Evacuation Plan (PEEP). A copy of the plan should be kept on the fire file. Please see appendices in the Health & Safety policy for a copy of the form.

Training

Effective training for all staff, without exception, is of vital importance and all staff should have both basic instructions in fire precautions and training appropriate to their own particular job and specific needs. It is essential that every member of staff at Five Rivers Child Care Ltd:-

- Understands the character of fire, smoke and toxic fumes
- Knows the fire hazards involved in the working environment
- Practices and promotes fire prevention
- Knows instinctively the correct action to take if fire breaks out
- It is the duty of every member of staff to report to management any instances where proper procedures are not being implemented for example:-
 - Fire doors wedged open
 - Escape routes blocked by furniture or accumulation of rubbish
 - Hazardous or flammable materials adjacent to escape routes
 - Faulty electrical equipment and gas appliances

Amongst the most important aspects of fire prevention are the obvious dangers from smoking, the possibility of deliberate fire raising and the need for a range of good housekeeping measures with particular emphasis being paid to the safe use of electrical equipment.

Reporting procedures

All incidents involving fire must be reported immediately to the Director of Five Rivers Child Care and the Headteacher. The report of any fire should include:-

- Details of injury and damage
- Any information at hand on the cause of the outbreak
- Measures taken to deal with it
- Problems encountered

- Suggestions for immediate action
- Any other particulars that seem relevant
- A rough assessment of the costs involved should also be included if possible.

Fire Safety Maintenance Checklist – Daily Checks

In addition to the checks carried out in the Fire Risk Assessment Manual as part of the OFSTED recommendations and what is considered best practice daily checks of the schools should be undertaken. The Fire Safety Maintenance Checklists require completion at the designated timescales stated on the form. These will be checked during audit inspections.

Appendix 1

School Fire Safety information

School	Park House School
Fire Marshall	Teresa Brown, Sally Pitkin, Kristina Baker (or Lead Teacher on base)
Assembly Point	Playing field to the left of the car park, adjacent to the monument

School	The Spires
Fire Marshall	Megan Spittle, Lauren Marshall, Elain Watkins, Andi Teasdale, Alex Gilbert, Jenny Boyden
Assembly Point	Art Centre Grounds

School	Clannad
Fire Marshall	Utibe-Abasi Umoren, Mark Grayson and Amanda Goldson
Assembly Point	Opposite the house gate

School	Fountain House
Fire Marshall	All staff
Assembly Point	At the front of the Care House

School	Endeavour
Fire Marshall	Ann-Marie Allen and Daniel Seechan
Assembly Point	Goodmayes library – next door to Endeavour House

School	Field Gate
Fire Marshall	Sarah Weston & Wayne Miller
Assembly Point	Secret Garden/Front garden

School	Willow View
Fire Marshall	Danielle Hulme & Neressa Baron (if absent, Lead Teacher)
Assembly Point	Willow tree, at the entrance in the car park